

**From:** [Quinones, Rebecca](#)  
**To:** [rhettb@cityofapalachicola.com](mailto:rhettb@cityofapalachicola.com); [twade@cityofapalachicola.com](mailto:twade@cityofapalachicola.com)  
**Cc:** [erin.rasnake@floridadep.gov](mailto:erin.rasnake@floridadep.gov); [Lehrer, Whitney](#); [Myers, Bryan](#)  
**Subject:** FW: Guidance/Templates - Apalachicola  
**Date:** Friday, February 4, 2022 12:35:00 PM

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Travis/Rhett,

Below is the list of guidance/template resources noted during our inspection that could potentially assist you as you start updating your procedures and requesting approval from the State. Please review the list and let us know if there is any additional information that you require at this time.

Sincerely,

Rebecca

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**From:** Quinones, Rebecca  
**Sent:** Friday, February 4, 2022 12:26 PM  
**To:** [erin.rasnake@floridadep.gov](mailto:erin.rasnake@floridadep.gov)  
**Cc:** Myers, Bryan <[Myers.Bryan@epa.gov](mailto:Myers.Bryan@epa.gov)>; Lehrer, Whitney <[Lehrer.Whitney@epa.gov](mailto:Lehrer.Whitney@epa.gov)>  
**Subject:** Guidance/Templates - Apalachicola

Hi Erin,

As discussed during our SDWA inspection this week, Apalachicola PWS can benefit from receiving some templates and guidance to use as they update their current procedures.

**List of guidance and templates**

How to request State approval on sampling plans and sampling sites.

Sampling plan templates: Bacteriological and LCR

Standard Operating Procedures (general format)

LCR: Customer Collection Forms/Instructions

LCR: Customer Notification Letters

MOR: Information to be included and clarification on which public water system personnel needs to complete and submit the MORs.

Thank you so much for your assistance,

Rebecca